



# Managing Your 21st CCLC Program

New Grantee Series:  
Part 2  
August 22, 2018



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# FACILITATORS



**Monique McDowell**

*Lead Education Specialist*



**Scott Sheldon**

*Education Specialist*

# POLLS



Please respond to each of the following:

**Have you reviewed a Y4Y course online?**

☐ Yes ☐ No

**Have you reviewed a Click & Go?**

☐ Yes ☐ No



# AGENDA: WHAT TO EXPECT

- Six live webinars
- Interactive sessions
- Virtual Series webpage
- Must attend 5 out 6 webinars to receive a certificate





# REVIEW

- Described the laws, regulations and guidance behind 21st CCLC programs and how to incorporate them into your program plan and design
- Identified key strategies for designing a high quality 21st CCLC program



# PROJECT MANAGEMENT & 21st CCLC





# OBJECTIVES

- Apply project management knowledge and skills as you execute your 21<sup>st</sup> CCLC project
- Describe the critical tasks within each project management process group
- Understand how all process groups, knowledge areas and Y4Y tools and resources are utilized to create a project management plan










# WHAT IS A PROJECT?


**What is a Project?**


 **Project Management**


A project is a temporary endeavor undertaken to create a unique:

 **Product**

 **Service**

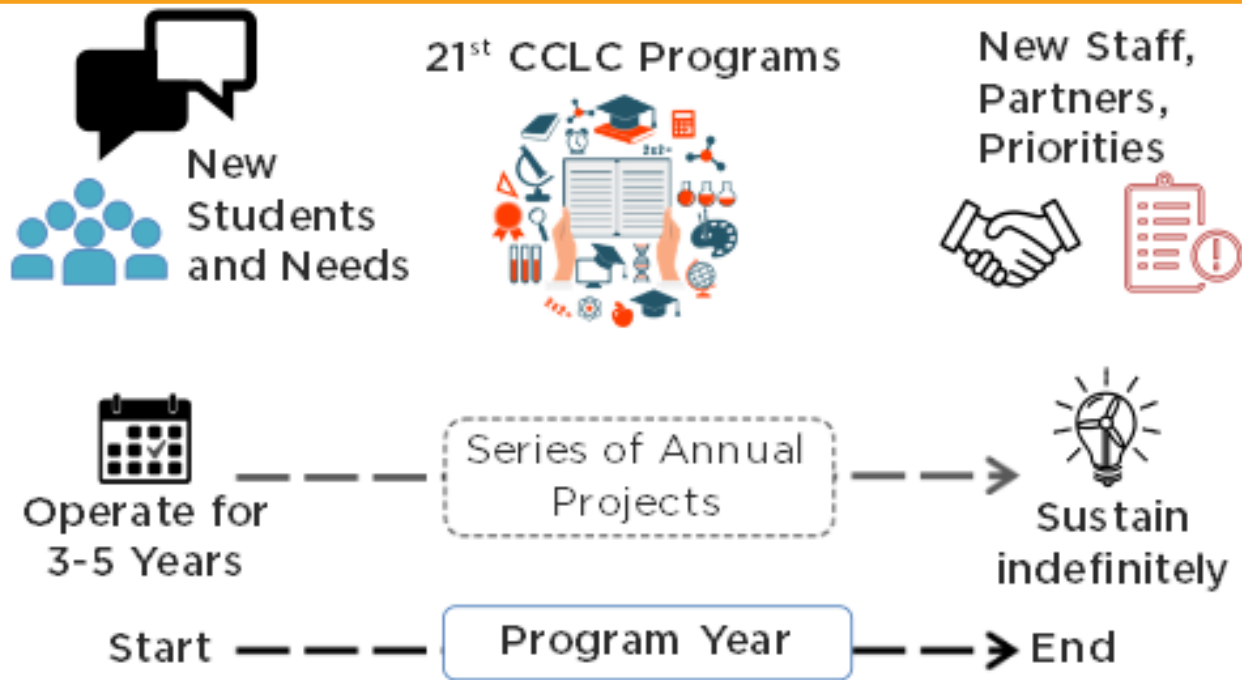
 **Result**

 **Project Management Body of Knowledge [PMBOK]**





# 21st CCLC PROJECTS

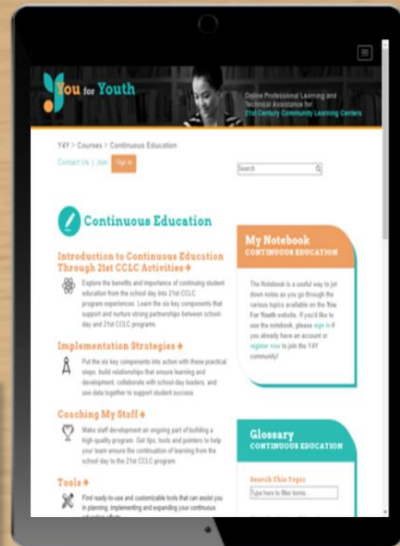
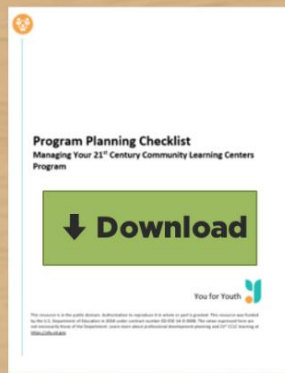




# HELPFUL TOOLS

- Program Planning Checklist
- Project Management Graphic Organizer
- Project Planner

## Managing Your 21<sup>st</sup> CCLC Program: Planning Checklist





# PROCESS GROUPS





# INITIATING

- Critical Task 1: Know Your Grant
- Critical Task 2: Identify Stakeholders
- Critical Task 3: Define Your Program



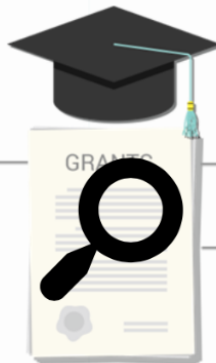
# CT 1: KNOW YOUR GRANT

## Critical Task 1: Project Constraints



### Requirements

- Required staff
- Allowable activities
- Independent evaluation
- In-kind funding match
- Reporting requirements
- Conference attendance
- Advisory boards (task force meetings)
- Allowable spending types



### Project Constraints

- Law or guidance
- Provide assurance



# CT 1: KNOW YOUR GRANT

What did you say  
you would do?

What quality indicators  
did you propose?

What budget did  
you propose?



How much time do you  
have to do the work?



# CT 2: IDENTIFY STAKEHOLDERS



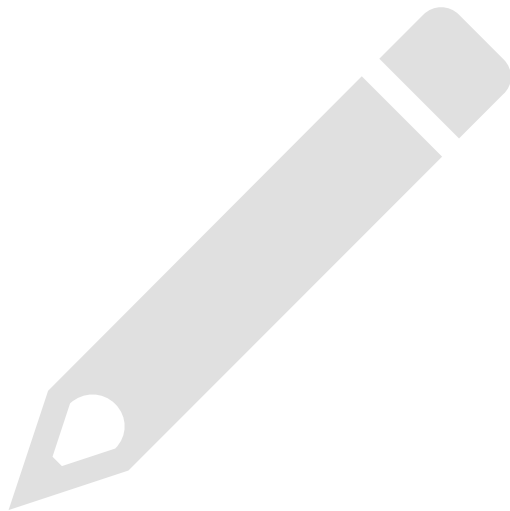




# CT 3: DEFINE YOUR PROGRAM

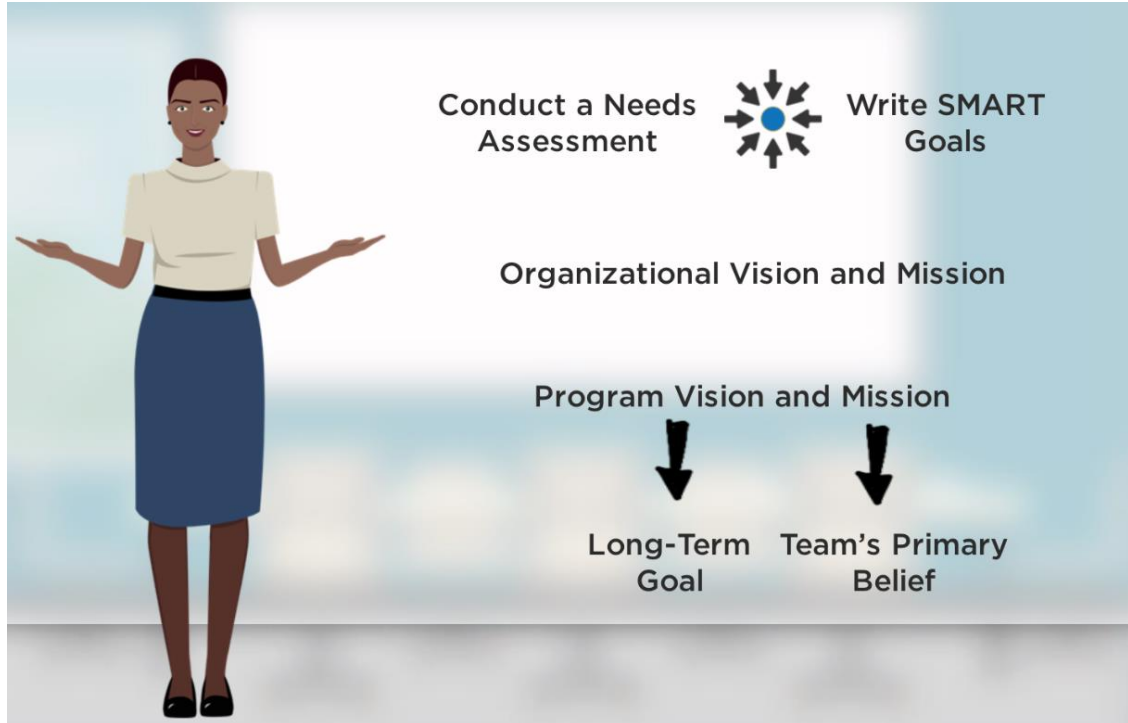


- Review data:
  - school level
  - student level
  - student voice
- Write needs assessment statements
- Write program SMART goals





# VISION & MISSION

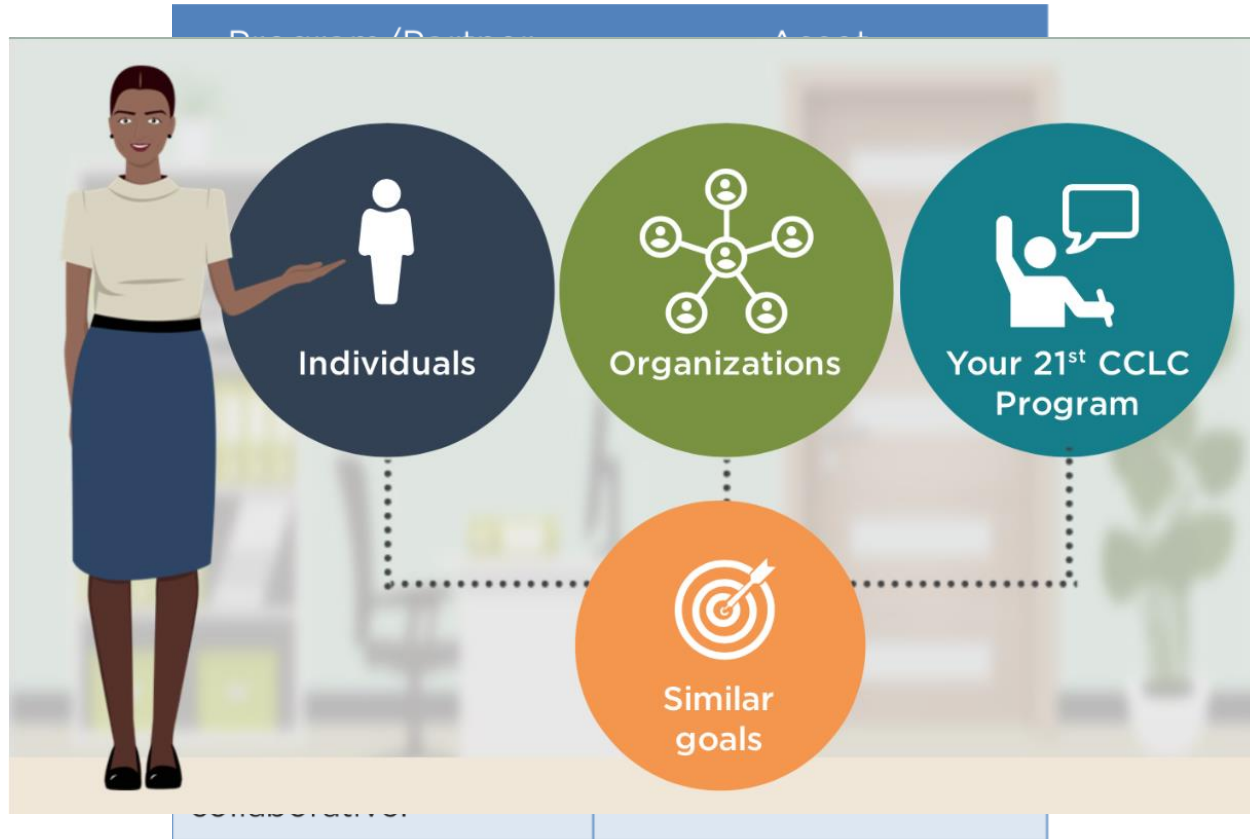


Vision: To empower and motivate all students to achieve their greatest potential.

Mission: To provide opportunities for every student in our 21<sup>st</sup> CCLC program to experience success by engaging in meaningful and relevant learning opportunities.



# Mapping Assets





# PLANNING, EXECUTING & MONITORING AND CONTROLLING

- Critical Task 4: Project Plan
- Critical Task 5: Fiscal Plan
- Critical Task 6: Data Management Plan
- Critical Task 7: Human Resources Plan



# PLANNING, EXECUTING & MONITORING AND CONTROLLING

- Critical Task 8: Intentional Activity Design Plan
- Critical Task 9: Student Recruitment Plan
- Critical Task 10: Communications and Outreach Plan
- Critical Task 11: Quality Assurance Plan

# CT 4: DEVELOPING YOUR PROJECT PLAN

SCOPE

Check the questions you would want to see answered in your plan.

- S** What sites are included in my program?
- T** When is my program open?
- S** What grade levels does my program serve?
- C** How much money will be spent on programming?
- Q** How will my program meet the needs of students and families?

COST

- S** How will my program demonstrate performance?
- S** Who is eligible to attend the program?
- Q** How will my program staff manage stakeholder satisfaction?
- S** How can I illustrate the big picture of my program to stakeholders?
- Q** What risks exist for my project and how can they be mitigated?

QUALITY

TIME



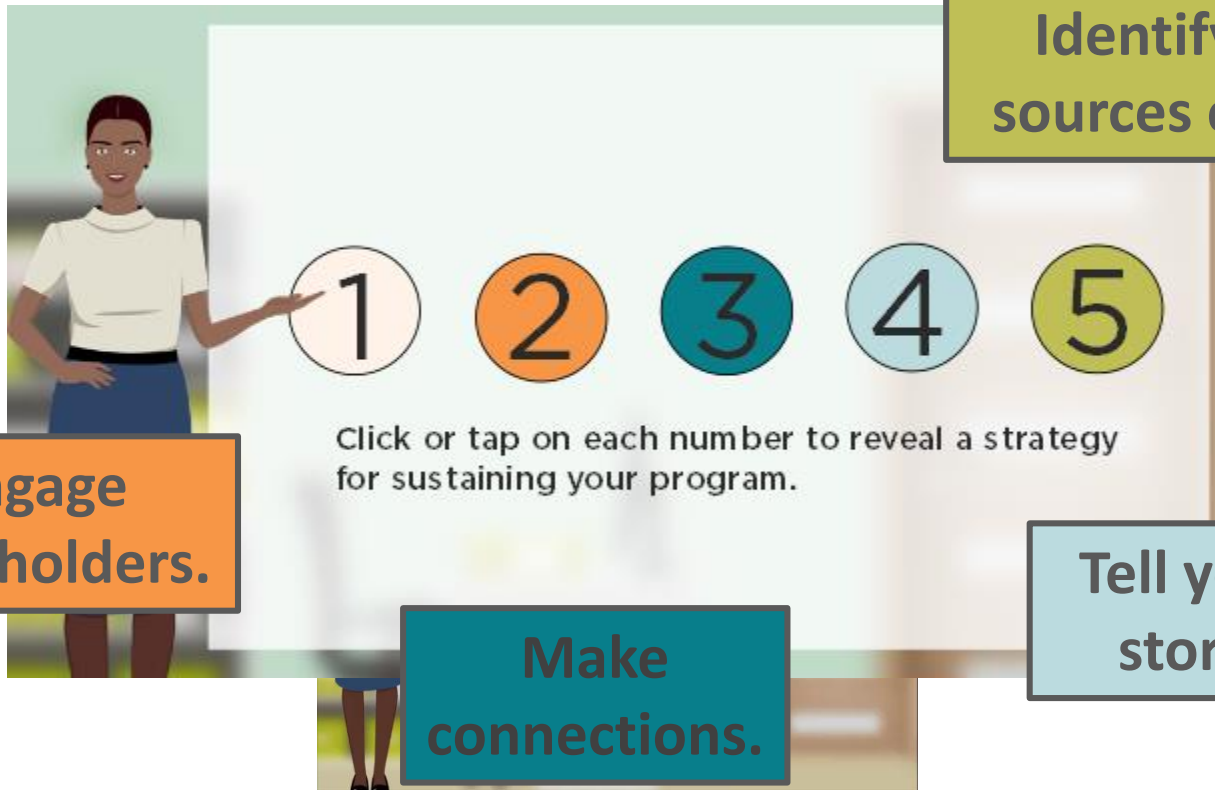
# CT 5: FISCAL PLAN





# SUSTAINABILITY

**Start  
early.**



**Identify existing  
sources of support.**

**Engage  
stakeholders.**

**Make  
connections.**

**Tell your  
story.**





# CT 6: DATA MANAGEMENT PLAN



- Identify your data points




- Develop or secure the tools to collect the data



- Develop policies and procedures for your data plan




# DATA COLLECTION



You must also make sure all staff who are required to:

< DECEMBER >

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23



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## Data Tracking Packet

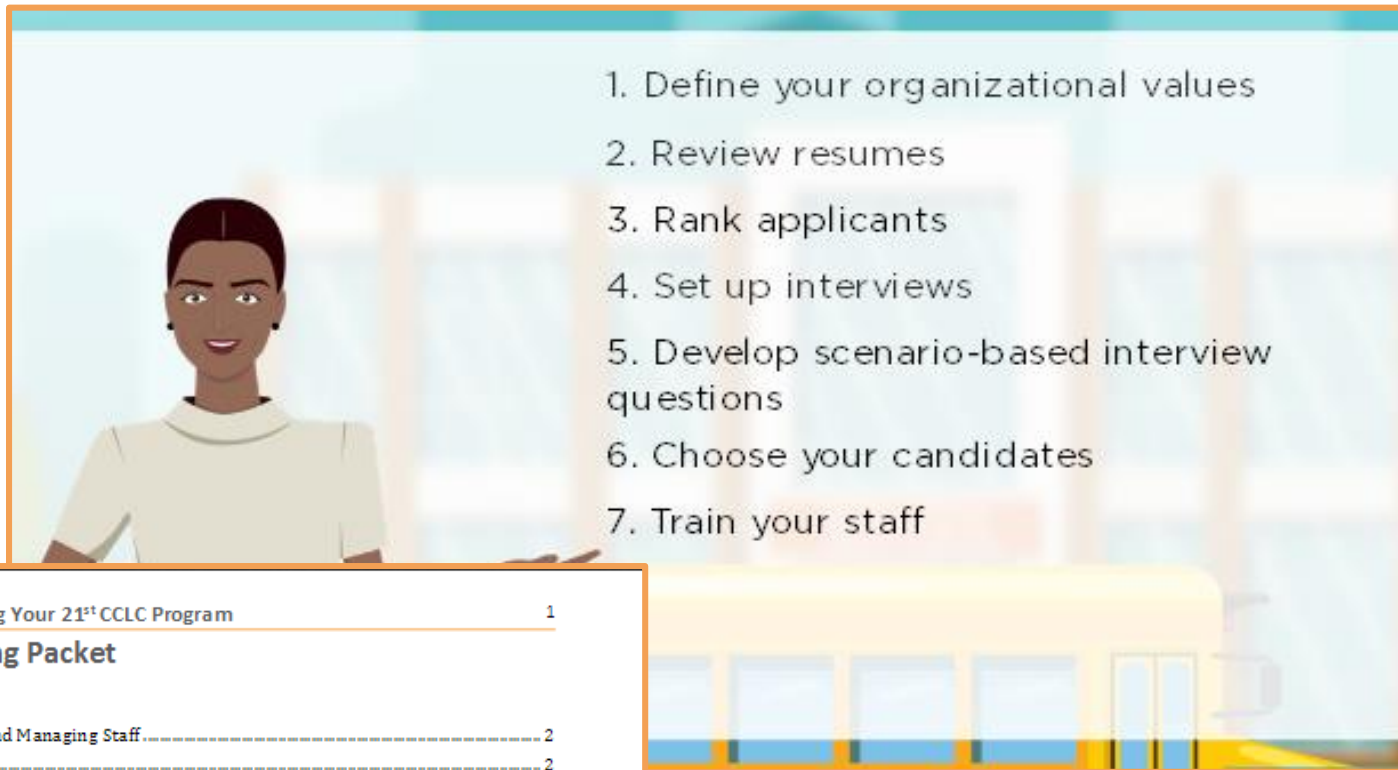
### Sample Program Registration Form

#### Participant Information

Participant Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Grade			
Home Address		City	
Parent/Guardian Name			
Cell	Home	Email	



# CT 7: HUMAN RESOURCES PLAN



1. Define your organizational values
2. Review resumes
3. Rank applicants
4. Set up interviews
5. Develop scenario-based interview questions
6. Choose your candidates
7. Train your staff



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## Human Resourcing Packet

### Contents

Support for Hiring, Retaining and Managing Staff .....	2
Time Certification .....	2
Biannual Time Certification .....	2

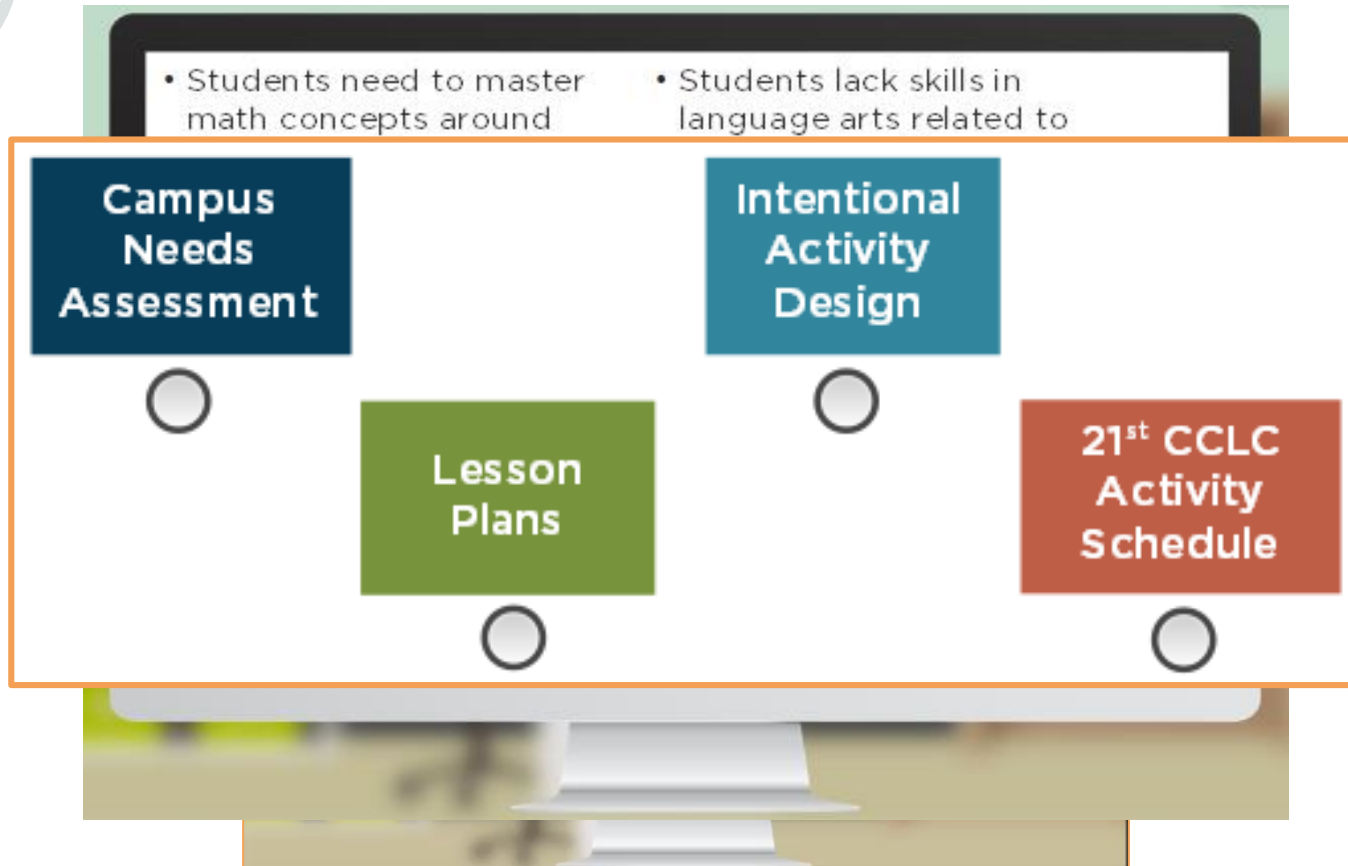


# CT 8: INTENTIONAL ACTIVITY DESIGN PLAN





# INTENTIONAL ACTIVITY SCENARIO





# CT 9: STUDENT RECRUITMENT PLAN

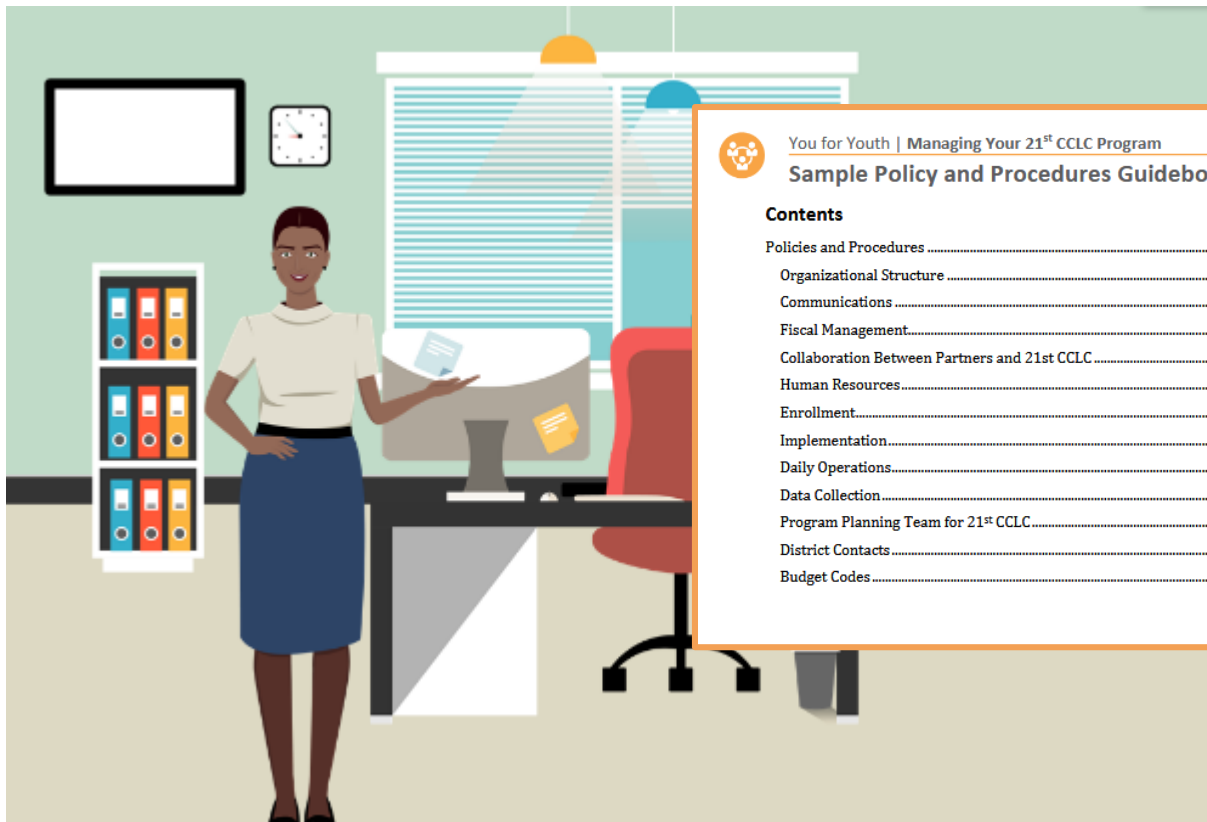
The illustration shows a woman with dark skin and hair, wearing a light-colored short-sleeved shirt and a dark skirt, pointing her right hand towards a series of icons. The icons include:

- A laptop icon with the text "Regular Student" below it.
- A document icon with a bar chart and pie chart, with the text "Federal Annual Performance Report" below it.
- A school building icon with the number "100" below it.
- An icon of two running figures with the text "Students" below it.
- A calendar icon with a red circle around the date 30.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18		20
21	22	23	24	25	26	27
28	29	30	31			



# CT 10: COMMUNICATIONS & OUTREACH PLAN



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## Sample Policy and Procedures Guidebook

### Contents

Policies and Procedures .....	3
Organizational Structure .....	3
Communications .....	3
Fiscal Management.....	4
Collaboration Between Partners and 21st CCLC .....	5
Human Resources .....	6
Enrollment.....	8
Implementation.....	9
Daily Operations.....	11
Data Collection.....	13
Program Planning Team for 21 <sup>st</sup> CCLC .....	15
District Contacts .....	15
Budget Codes .....	15



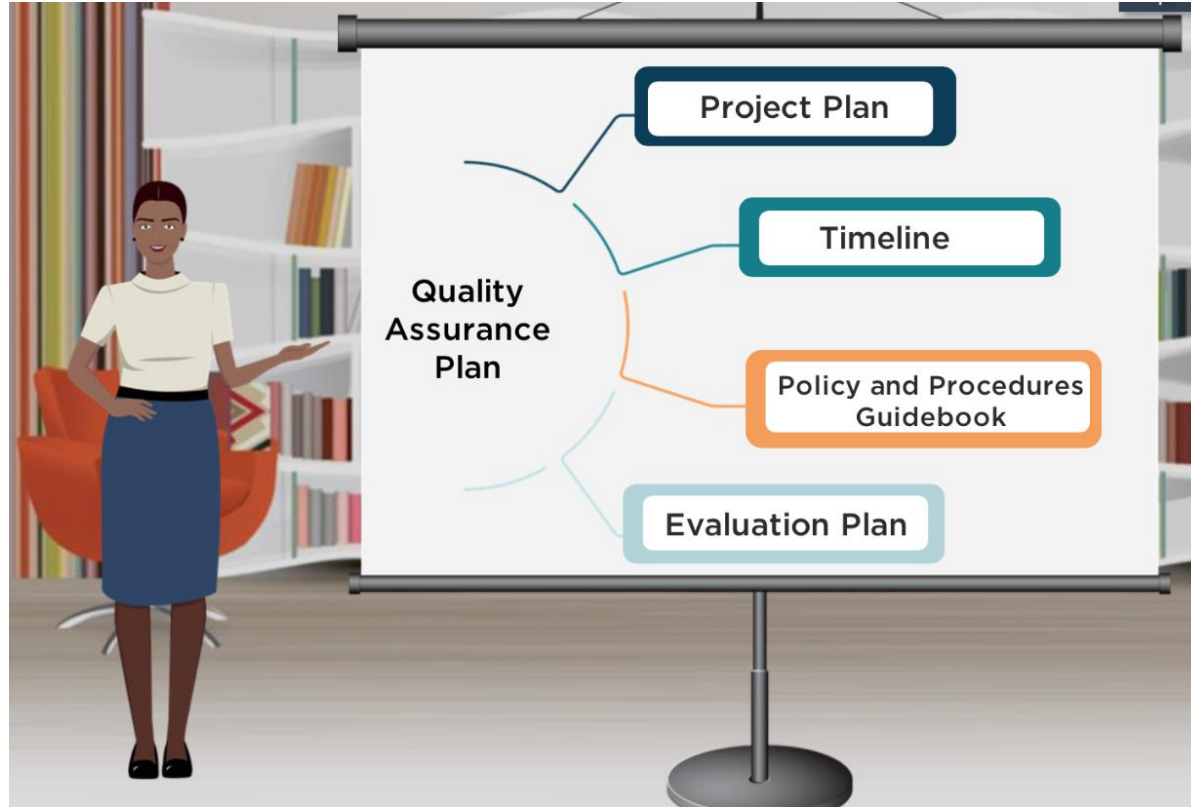
# COMMUNICATION SCENARIO







# CT 11: QUALITY ASSURANCE PLAN





# CT 11: QUALITY ASSURANCE PLAN



Click on the seven strategies below for ideas on how you can make your evaluation efforts meaningful.

1. Hire a qualified evaluator
2. Construct a logic model
3. Create and use SMART Goals
4. Set your evaluation questions
5. Set a plan for measuring
6. Capture data
7. Utilize data



# CLOSING

- Critical Task 12: Closing Your 21st CCLC Program





# ADDITIONAL RESOURCES



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## Project/Program Planner

### General Program Information

Program Name:		Cycle #	
---------------	--	---------	--

Program

Date:

Operatic

Program

Program

Total nu

Program

Sunday

Monday

Tuesday

Wednes

Thursda



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## Sample Annual Task Timeline

Annual Tasklist and Timeline				
Month	Date	To Do		
August	15	Complete Managing Your 21 <sup>st</sup> CCLC course on Y4Y	1	
August	25	Review Needs Assessment and Evaluation Data		
August		Convene stakeholders to make data-driven decisions about upcoming program activities		
August		Set up budget with Accounting Dept. and set up ledger spreadsheets in Budget packet		
August		Attend State Conference		
August		Meet with HR and Accounting to set pay rates, work hours and timesheet submittal		
August		Hire Staff	1	month(s)
August		Develop activities tied to need	1-2	month(s)
August		Develop Campus activity schedules	1	month(s)
August		Develop Fall calendar to show days open and closed and include with enrollment packet	1	week(s)
August		Input activities into tracking system		
August		Purchase supplies	1	week(s)
August		Update/Develop MOU's with Principals	2	week(s)
August		Secure classroom space	1	week(s)
		Create job descriptions		
		Watch webinar on activity planning		

## Trainings to Go


- Building a Comprehensive Schedule
- Identifying and Addressing Program Strengths and Weaknesses
- Introduction to Staff Handbook
- Understanding Families and FERPA



# OBJECTIVES

- Apply project management knowledge and skills as you execute your 21<sup>st</sup> CCLC project
- Describe the critical tasks within each project management process group
- Discover Y4Y resources that will help you create a project management plan



 HOME

GET STARTED ▾

LEARN ▾

TECHNICAL ASSISTANCE

RESOURCES ▾

STEM INITIATIVES ▾



Search

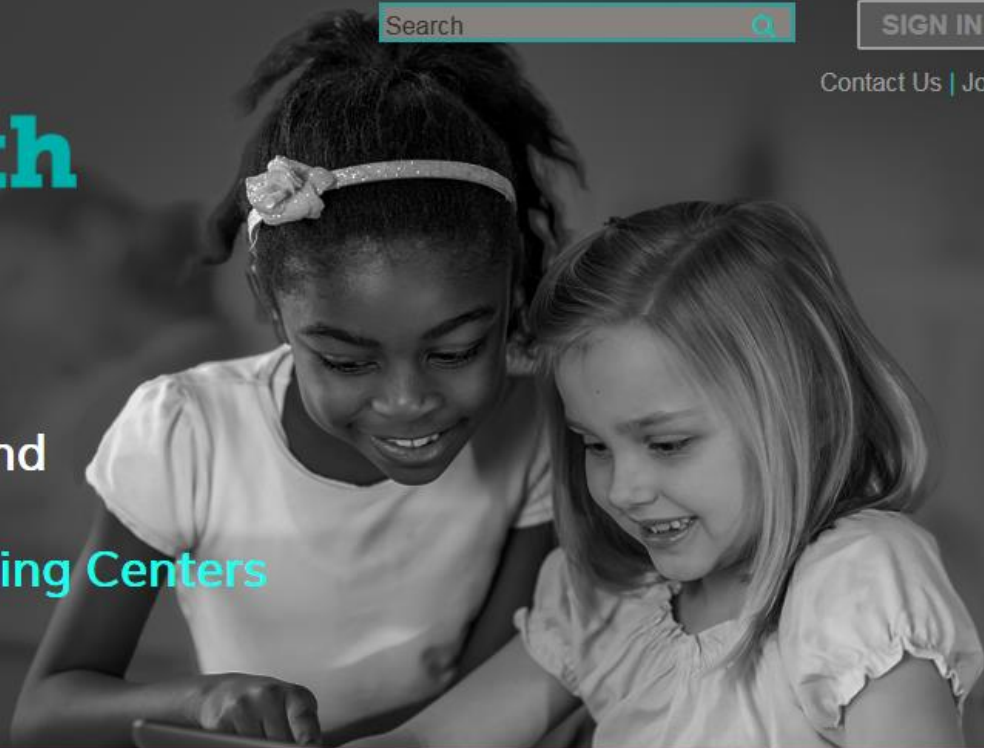


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Online Professional Learning and  
Technical Assistance for  
21st Century Community Learning Centers





# UNTIL NEXT TIME...

Go to the **Virtual Institute Page on Y4Y**,

**BE SURE TO LOG IN...**

- Course Content
- Links to Y4Y Resources
- Discussion Board
  - Live interaction for the next half hour

**NEXT TIME...**

Topic: Continuous Education: Part 1

**August 23, 2018 at 1:00pm Eastern**